



**Dynasty Wireline Services**  
**Applicant Privacy Policy**



This Applicant Privacy Policy (the “Policy”) describes the practices of Dynasty Wireline Services regarding the information that is **solely** collected through Dynasty’s Career Site that flows through our third-party vendor website portal (ADP), in connection with your application for a job with us.

**1. CATEGORIES OF INFORMATION WE COLLECT THAT YOU PROVIDE**

We may collect the following information from you in connection with your application through the Careers Site: Name, e-mail address, mobile number, resume, or application profile information, work experience, education, skills, licenses & certifications, professional work-related licenses, permits and certifications, references, employment preferences, willingness to relocate, current salary, desired salary, and any other information you elect to provide to us. If you do not provide sufficient information, we may be unable to consider your employment application or resume.

Avoid submitting information that may qualify as sensitive information under applicable law, except where such information is legally required: information on race, religion, ethnicity, nationality or national origin, age, gender identity, sexual orientation, marital status, medical or health information (including disability status), genetic or biometric information, political or philosophical beliefs, political party or trade union membership, background check information, judicial data such as criminal records or information on other judicial or administrative proceedings, and status, unless allowed by law.

If the personal information you provide contains details of the information referenced in the preceding paragraph or your job evaluations or educational records, you authorize us to handle such details for the purposes of your job application.

Any information you submit through the Careers Site must be true, complete, and not misleading.

It is your responsibility to ensure that the information you submit does not violate any third party’s rights.

If you provide us with personal information of a reference or any other individual as part of your application, it is your responsibility to obtain consent from that individual before providing the information to us.

**2. USE OF INFORMATION / LEGAL BASIS**

We collect and process information about you for the following reasons:

- a) Because you voluntarily provide this information;
- b) Because this information is necessary to take steps at your request before entering into employment.
- c) Because this information is of particular importance to us and we have a specific legitimate interest under the law to process it.
- d) To comply with a legal obligation; or
- e) Where necessary to protect the vital interests of other persons.

**USE OF INFORMATION / LEGAL BASIS (cont)**

The information that you submit on the Careers Site will be used for our recruitment, management, and planning purposes, as permitted by law, including:

- To process your application;
- To assess your capabilities and qualifications for a position;
- To conduct reference checks;
- To respond to your inquiries and communicate with you about your application, and to send you information regarding the Careers Site and changes to our terms and policies;
- To comply with or monitor compliance with any applicable law or regulation;
- To conduct background checks if we offer you a position; and
- To preserve our other legitimate interests, for example, for our administrative purposes, aggregate management reporting, internal training, and as generally required to conduct our business.

The information about you will be added to our candidate database. If you do not wish us to do this, please send a notice to: [contacthr@dynasatyws.com](mailto:contacthr@dynasatyws.com)

If you are employed, any personal information we collect in connection with your application or resume may be incorporated into our human resources information system and may be used to manage the new-hire process; any such information will become part of your employee file and may be used for other employment-related purposes.

We may also use the information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to protect our legal rights and operations or the rights, privacy, safety or property, and/or of us, you, or others; and (e) to allow us to pursue available remedies or limit the damages that we may sustain.

**3. DISCLOSURE OF PERSONAL INFORMATION**

We may share personal information with affiliates and/or partners that are involved in evaluating candidates for a given position. We will make the information available to personnel with a business need to know the information, including personnel in the recruiting, human resources, and information technology departments, and in the department responsible for the position for which you are applying.

We may share personal information with third-party service providers who provide services such as hosting and operating the Careers Site, recruiting assistance, background checks, drug/alcohol testing, and WorkSteps pre-employment processes, and similar services.

We also may share personal information as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to protect our legal rights and operations or the rights, privacy, safety or property, and/or of us, you, or others; and (e) to allow us to pursue available remedies or limit the damages that we may sustain.

We may transfer information in the event of any reorganization, merger, sale, joint venture, assignment, transfer, or other disposition of all or any portion of our business, assets, or stock, including in connection with any bankruptcy or similar proceedings.

Disclosing your personal information may include transferring personal information to other countries, other than where you are based, that have a different data protection regime than that found in the country where you are based. If you are in the European Economic Area (the “EEA”), this may include countries outside of the EEA.

#### **4. DATA RETENTION**

We keep your personal information for as long as needed or permitted by law for the purpose(s) for which it was obtained. The criteria used to determine our retention periods include (i) for as long as we have an ongoing relationship with you; as required by a legal obligation to which we are subject; or as advisable considering our legal position, such as in regard of applicable statutes of limitations, litigation, or regulatory investigations.

We may remove personal information for inactive accounts, subject to any applicable legal or regulatory obligations. Furthermore, we may delete personal information about you from our database at any time and without providing any reason. Therefore, please retain your own copy of the personal information provided to us.

#### **5. PASSIVE INFORMATION COLLECTION: COOKIES AND TRACKING TECHNOLOGY**

When you visit the Careers Site, we collect certain information by automated means. Cookies are small text files that websites send to your computer or other internet-connected device to uniquely identify your browser or to store information or settings in your browser. Cookies allow us to recognize you when you return. They also help us provide a customized experience and enable us to detect certain kinds of fraud. In many cases, you can manage cookie preferences and opt out of having cookies and other data collection technologies used by adjusting the settings on your browser. All browsers are different, so visit the “help” section of your browser to learn about cookie preferences and other privacy settings that may be available.

We also may use Flash Cookies (also known as Local Stored Objects) and similar technologies to personalize and enhance your online experience. The Adobe Flash Player is an application that allows rapid development of dynamic content, such as video clips and animation. We use Flash Cookies for security purposes and to help remember settings and preferences similar to browser cookies, but these are managed through a different interface than the one provided by your web browser. To manage Flash Cookies, please see Adobe’s website at <http://kb2.adobe.com/cps/526/52697ee8.html> or visit [www.adobe.com](http://www.adobe.com). We do not use Flash Cookies or similar technologies for behavioural or interest-based purposes.

Pixel tags and web beacons are tiny graphic images placed on website pages or in the emails that allow us to determine whether you have performed a specific action. When you access these pages or open or click an email, the pixel tags and/or web beacons generate a notice of that action. These tools allow us to measure response to our communications and improve our web pages.

#### **PASSIVE INFORMATION COLLECTION: COOKIES AND TRACKING TECHNOLOGY (cont)**

Any information collected about website users is to optimize the Careers Site and to understand website traffic patterns. Although the Careers Site currently does not have a mechanism to recognize the various web browser and does not collect personal information about an individual’s online activities over time and across different websites when a consumer uses the ADP Careers Site.

**ACCESS AND CORRECTION**

Apart from information contained in your profile, where permitted by applicable law, you may request (i) access to personal information we collect, (ii) its modification or suppression, (iii) that we restrict its processing, (iv) that we cease using it (objection right); and/or (v) that we transfer personal information to Dynasty, commonly used and machine-readable format (right to data portability). Please email us at [contacthr@dynastyws.com](mailto:contacthr@dynastyws.com) with any such requests.

For your protection, we may only implement requests with respect to the information associated with the email address that you use to send us your request, and we may need to verify your identity before implementing your request. We will try to comply with your request as soon as reasonably practicable. Please note that certain personal information may be exempt from such access, correction, or suppression rights pursuant to local data protection laws.

**1. SECURITY**

We use reasonable organizational, technical, and administrative measures to protect personal information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure, please immediately notify us of the problem by contacting us in accordance with the "Contact Us" section below.

We hereby disclaim, as far as permitted by local laws, any liability for us and our affiliates and contractors for any personal information we collect in connection with your application that is lost, misused, illegally accessed, disclosed, altered, destroyed, or not timely delivered to our Careers Site.

**2. LINKS TO THIRD-PARTY WEBSITES**

The Careers Site may contain links to ADP's website. This Policy does not address, and we are not responsible for, the privacy, information, or other practices of any third parties, including any third party operating any website or service to which the Careers Site links. The inclusion of a link on the Careers Site does not imply endorsement of the linked site or service by us. We encourage you to read the legal notices posted on those sites, including their privacy policies.

**3. LAW APPLICABLE TO JOB APPLICATION**

Dynasty's Careers Site is operated by ADP. Accordingly, any personal information you submit to the Careers Site will be collected by ADP and will be subject to all applicable federal and state laws.

The Careers Site is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

**4. ABOUT CHILDREN**

The Careers Site is not intended for individuals under the age of 18.

**5. CHANGES TO THE POLICY**

We reserve the right to amend this Policy at any time in order to address future developments, the Careers Site, or changes in industry or legal trends. We will post the revised Policy on the Careers Site or announce the change on the home page of the Careers Site.

You can determine when the Policy was revised by referring to the “Last Updated” legend at the top of this Policy.

Any changes will become effective upon the posting of the revised Policy on the Careers Site. By continuing to use the Careers Site following such changes, you will be deemed to have agreed to such changes.

If you do not agree with the terms of this Policy, in whole or in part, you can choose not to continue to use the Careers Site.

**6. CONTACT US**

If you have questions or requests, please feel free to contact us at [contacthr@dynastyws.com](mailto:contacthr@dynastyws.com) or Dynasty Wireline Services, P.O. Box 25076, Midland, TX, 79710.